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CITY OF WESTMINSTER  
56 W. Main St.  
Westminster, Maryland 21157

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TELEPHONE  
Local (410) 848-9000  
Baltimore Line (410) 876-1313  
Website: www.westgov.com

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## AUTHORITY TO BILL TENANT For Water/Sewer Service

**SERVICE LOCATION:** \_\_\_\_\_

**PROPERTY OWNER NAME:** \_\_\_\_\_

**BILLING/CONTACT INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE :** \_\_\_\_\_

☐ The City of Westminster is hereby authorized to mail bill for water and/or sewer services to:

**Name of Tenant:** \_\_\_\_\_

**Address of Tenant:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

☐ I choose to have all bills sent directly to me at the above billing address.

It is understood and agreed that giving the City of Westminster authority to bill tenants directly does not relieve the undersigned Property Owner from primary liability for water consumed and/or sewerage discharged from the premises at the above address. **In accordance with Section 160.5.A of the City Code of Westminster, this form must be completed and returned to us before any account will be placed in the tenant's name.** Any accounts with an open final bill will become the landlord/property owner's responsibility until these charges have been paid. It is also the landlord's responsibility to periodically check on the status of their accounts and to notify the City when tenants move in/out in order that closing bills can be generated. Landlords will receive copies of all bills.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

HUD Property: Yes/No – please circle

\_\_\_\_\_  
Signature of Property Owner

City of Westminster, 56 West Main Street, Westminster, MD 21157 – **Do not write below this point**

Account #: \_\_\_\_\_

Customer #: \_\_\_\_\_

Please submit this within 5 business days of the tenant change.